

# JOB OPPORTUNITY

## CALIFORNIA HOUSING FINANCE AGENCY

~~CALIFORNIA STATE GOVERNMENT~~

~~EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL  
STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION~~

~~IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN  
ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE  
SPECIAL TRUST PLACED IN PUBLIC.~~

### Office Assistant (Typing) Monthly Salary Range: \$1908-2319

We will also consider filling this position at the following level (depending on the candidate's qualifications):

### Office Technician (Typing) Monthly Salary Range: \$2348-2855

An opening exists for the above identified position in the Loan Servicing section of the Accounting Division. Under the supervision of the Loan Servicing Manager, the Office Assistant's duties include the following:

- Performs customer service duties including answering telephone inquiries from borrowers requesting information on all phases of loan servicing, i.e., payment of taxes and insurance, escrow analysis, delinquent payments, etc., and handles walk-in customers making mortgage payments and/or requesting information.
- On a daily basis, runs all the computer reports from the remote job entry terminal.
- Opens, date stamps and distributes the mail.
- Completes loan verification requests and sends out to various lending institutions.
  - Upon request, sends out copies of loan documents, customer activity statements, year-end statements, etc.
- Types reports and correspondence, files, copies and performs other duties as required.

**Submit application to:** Personnel Office at 1121 L Street, 7th Floor, Sacramento, CA 95814.

Please call Carol LiVecchi at 916-327-5172 with any questions you might have.

TDD is a telecommunications device for the deaf and is reachable only from phones equipped with a TDD device. **TDD Number:** 916-323-7490.

California Relay (Telephone) Service for the Deaf or Hearing-impaired **from TDD phones:** 800-342-5966. **From voice phones:** 800-342-5833.

Applications will be screened, and only those most qualified will be interviewed. This position is subject to SROA clearance policies.

**Final File Date:** Open until filled